

## **ZONING OFFICER PART-TIME**

Code No: 3-18-281  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important position involving the interpretation of zoning ordinances, local law variances and special use permits. Employees of this class are responsible for the enforcement of local town laws and ordinances related to zoning. General supervision is given by the Director of Building and Housing. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Enforces local laws and ordinances related to Zoning;

Explains local laws and zoning restrictions to residents and contractors;

Makes recommendations regarding requests for zoning and local law variances and special use permits;

Investigates complaints regarding zoning violations;

Maintains records of applications received, fees collected and orders issued and complaints investigated.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to learn the principles, procedures and terminology of zoning; ability to learn the present and prior Zoning Ordinances and their application; ability and willingness to investigate alleged violations of the current Ordinances; good verbal and written communication skills, initiative and resourcefulness; industry and dependability; ability to communicate with people; good physical condition.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** September 15, 1988